

The Process for Inviting a Non-EnSafe user to SharePoint is as follows:

1. EnSafer generates an invitation to user outside our organization. The invitation is sent to the user in the form of an email containing a link to the SharePoint site.
2. The user receives the invitation email, follows the link, and is presented with the screen below:

Welcome to SharePoint Online

To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow EnSafe to use your basic profile (name and email address) in accordance with their privacy statement. EnSafe has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.



Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

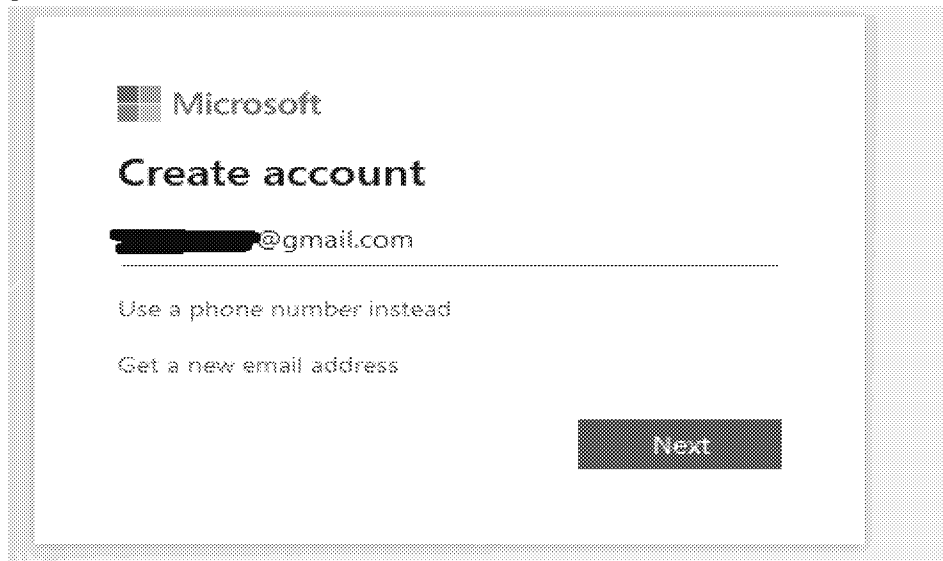
Don't have either account? Create a Microsoft account, it's quick and easy!

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3. If the user's organization uses Office365, they will
 - a. select the second option (Organizational Account)
 - b. Access the site with the username and password that they use on their work computer
4. If the user's organization **does not** use Office365, they will
 - a. Select the first option (Microsoft Account)
 - b. Select "Create One!" on the Sign-in form below

A screenshot of the Microsoft Sign in form. The form is white with a gray border. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field labeled "Email, phone, or Skype". Below the input field is a link that says "No account? Create one!". Below that is a link that says "Sign in with a security key (?)". At the bottom left is the text "Sign-in options". At the bottom right is a dark gray button with the word "Next" in white. The link "No account? Create one!" is circled in black.

- c. Follow the signup directions providing the same email to which the initial invitation was generated.

A screenshot of the Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the text "Create account" is displayed in a large, bold font. Underneath, an email address is shown, with the local part redacted by a black box and the domain "@gmail.com" visible. A horizontal dotted line follows the email address. Below the line, there are two links: "Use a phone number instead" and "Get a new email address". At the bottom right, there is a dark rectangular button with the word "Next" in white text.

5. Once the user's email has been successfully associated with a Microsoft Account, they will be routed to the SharePoint site to which they were invited and will be free to navigate and interact based on the permission level they were granted at the time of invitation.